

GOVERNMENT OF INDIA(भारत सरकार)  
MINISTRY OF RAILWAYS (रेल मंत्रालय)  
RAILWAY BOARD (रेलवे बोर्ड)

No. 2015/TG-1/14/EQ

New Delhi, Dated 21 .1.2015

The General Managers,  
All Zonal Railways

Commercial Circular No. 02 of 2015

**Sub: Requisitions for release of Emergency Quota – Reiteration of certain provisions**

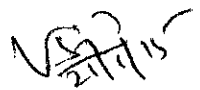
Instructions were issued vide CC No. 10/2011 dated 9.2.2011 laying down the procedure for submission of requests for release of emergency quota (EQ).

2. It has been noted that though comprehensive instructions on this issue have been laid down, sometimes the requests for EQ are devoid of the details of the passenger travelling and the recommending authority, which hampers the verification process. In view of this, it is reiterated that compliance of provisions contained in para xiii, xvi, and xxi of CC 10/2011 which are reproduced as under, may please be ensured:-

- (i) **Para xiii** – the written requests for release of berths/seats out of emergency quota must be signed by a Gazetted Officer;
- (ii) **Para xvi** – in all the requisitions received for release of berths out of emergency quota, the signatory should be asked to mention his/her telephone no./mobile no.
- (iii) **Para xviii**- it would be the responsibility of the person signing the requisition to ensure the credentials of the party travelling and shall be fully responsible for the same.
- (iv) **Para xxi** – with a view to prevent the malpractices, reservation requests received from various quarters should be checked from time to time and in cases where there is doubt about the genuineness of the request/letter, the position may be checked up by speaking to the persons concerned on phone for ensuring the genuineness of the requisition.

3. It may be ensured that all reservation requisition slips should contain the Name, Designation, and Phone/mobile number of the recommending authority and Name, Address, and Phone/mobile number of any one of the passengers.

4. Necessary instructions in this regard may be issued to all concerned.

  
(Vikram Singh)

Director Passenger Marketing  
Railway Board

No. 2015/TG-1/14/EQ

New Delhi, Dated 21.01.2015

Copy to:

- 1) CCMs, CCM/PMs and CCM/PSs, all Zonal Railways.
- 2) ADG/PR, EDV (T), DVT-II, V (SS) branches of Railway Board.
- 3) MD/IRCTC, Bank of Baroda Building, Parliament Street, New Delhi.
- 4) General Manager/PRS, General Manager/UTS, CRIS, Chanakyapuri, New Delhi.
- 5) Director General, Professor/Training & Professor/Commercial Railway Staff College, Vadodara.
- 6) The Principals, Zonal Training Centers, Central Railway, Bhusaval, Eastern Railway, Dhanbad, Northern Railway, Chandausi, NE Railway, Muzaffarpur, NF Railway, Alipurduar, Southern Railway, Trichy, South Central Railway, Maula Ali, SE Railway, Sini, Western Railway, Udaipur.
- 7) Director, Indian Railway Institute of Transport Management, Hardoi Bypass Road, Manak Nagar, Luknow-2260011.
- 8) General Secretary, National Federation of Indian Railwaymen (NFIR), 3, Chelmsford Road, New Delhi.
- 9) General Secretary, All India Railwaymen Federation (AIRF), 4, State Entry Road, New Delhi.
- 10) Secretary General, Federation of Railway Officers Association (FROA), Room No.370, Rail Bhawan, New Delhi.
- 11) Secretary General, Indian Railway Promotee Officers Federation (IRPOF), Room No. 268, Rail Bhawan, New Delhi.
- 12) Secretary General, All India RPF Association, Room No.256-D, Rail Bhawan, New Delhi.
- 13) Secy Gen. All India SC/ST Railway Emp Association
- 14) Secy Genl, All India OBC Railway Employees Association

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